

# CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

Regular Council Meeting  
Wednesday, September 16, 2015

Children's Services Council of St. Lucie County  
546 NW University Boulevard, Suite 201 -- Board Room  
Port Saint Lucie, Florida 34986  
*(This meeting directly followed the Final Budget Public Hearing)*

## MINUTES

- I CALLED TO ORDER:** 5:21 p.m. by Chairperson Kathryn Hensley.
- II PLEDGE OF ALLEGIANCE** *(this action was waived as it was performed at previous meeting)*
- III MISSION STATEMENT** Read by Chairperson Kathryn Hensley; *"The mission of the Children's Services Council is to improve the quality of life for all children in St. Lucie County."*
- IV ROLL CALL:** *(No Roll Call was taken, as it was established at previous meeting and carried over.)* Quorum of seven members established.

**COUNCIL PRESENT:** Chairperson **Kathryn Hensley** *(School Board Member)*; Secretary **Candice Loupe** *(Governor Appointed)*; **Wayne Gent** *(Superintendent of Schools)*; **Michael Heisey** *(Circuit Juvenile Judge)*; **Paula A. Lewis** *(County Commissioner)*; **Marilyn Lawless** *(Governor Appointed)*; and **Eric Finkel** *(Governor Appointed)*.

**COUNCIL ABSENT:** **Amy Gregory** *(Department of Children & Families)*; **Pat Alley** *(Governor Appointed)* and **Vacant Position** *(of Jason Matson)*.

**OTHERS PRESENT:** **Sean Boyle** *(Executive Director)*; **Dori DiToro** *(Director of Finance and Human Resources)*; **Erin Craig** *(Fiscal/Human Resources Specialist)*; **Sandy Mack** *(Program Specialist)*; **Tonya Andreacchio** *(Capacity Building Coordinator)*; **Paula Rivera** *(Office Manager/Transcriber)*; **Dee Torres** *(Administrative Assistant)*; **Glen Torcivia** *(CSC attorney)*; and 0 members of Public in attendance. Reference attendance sheet for specifics.

**NOTICE:** *The Children's Services Council of St. Lucie County maintains an audio record of all monthly Council meetings and public hearings. The written summarized minutes of the meetings are concise and become the official minutes after approval by the Council. Any person seeking to appeal any decision by the Children's Services Council, with respect to any matter considered at this meeting, is advised that a record of the proceeding is required in any such appeal and that such person may need to insure that a verbatim record of the proceeding is made including the testimony and evidence upon which the appeal is to be based.*

## V PUBLIC COMMENTS

No public in attendance.

## VI CONSENT AGENDA

*Ms. Lawless motioned to approve the Consent Agenda, which includes meeting minutes from the Regular Monthly meeting, Council Attendance Record for fiscal year 2014/2015 and Financial Reports. Ms. Loupe seconded the motion. Motion carried unanimously 7/0.*

## VII EXECUTIVE DIRECTOR'S REPORT

Executive Director, Mr. Sean Boyle, reported and updated Council as necessary referencing his report which was released in advance via the Council e-Packet.

Item(s) new to Mr. Boyle's report and/or requiring updates:

**Welcome to New Juvenile Judge:** Mr. Boyle officially welcomed the new circuit juvenile judge appointment of Judge Heisey to the CSC Council board. Mr. Boyle also thanked all board members for their flexibility in this month's changes to meeting recurrence and making it possible to establish quorum at both evening's public hearings for the month of September. Mr. Boyle explained the reasons necessary for the judge abstaining from vote on the millage and budget, according to Florida state law and CSC by-laws he is not able to vote on such matters.

**CSC Gifted with:** Mr. Boyle presented an autographed T-shirt by all the youth who participated in the Limousine Scavenger Hunt hosted by the Roundtable; as well as a photo album containing highlights of the scavenger hunt activities. These items were circulated around the board members' table. Eight youth serving programs participated in this event, where the youth-packed limousines stopped at various community buildings throughout St. Lucie County. Amongst the stops were the CSC building, Board of County Commissioners building, School Board building, and other local government buildings.

**Budget Highlights:** Mr. Boyle reminded board members as these membership dues are already accounted for in the budget approved by board members; and have also been mentioned in the Executive Director's Report included in the e-packet contents. Due on October 1, 2015 are Roundtable dues which is \$45,000, as well as the Florida Children's Council (FCC) statewide association dues which calculate to approximately \$9,284.

**Strategic Planning Session:** Mr. Boyle reminded board members that the Strategic Planning discussion is penciled to be included in the upcoming board meeting of October 8, 2015. A facilitator has been secured, Ms. Kathleen McGinn, employee of the School Board of St. Lucie County. Mr. Boyle will meet with her in advance of the Strategic Planning session to orient her on CSC and our goals with respect to this upcoming session. Please plan accordingly. Mr. Boyle will also arrange a preliminary meeting with each of the board members individually prior to the session to review preparatory information for this session.

**Sundaes in the Park:** Mr. Boyle thanked board members who participated and assisted at the Sundaes in the Park event. Ms. Loupe worked the entire event; Mr. Finkel and Ms. Gregory also attended. There was a great turnout with over 1,500 free books given to children despite the rain experienced at the last segment of the event. Based on the amount of ice-cream dispensed to event participants, it was our largest turnout to date for this event; with eight 5-gallon tubs (provisioned at one-scoop cups) finished within a three-hour timeframe. Part of this event's success was the strategic layout of vendors/kiosks, attractions, free baseball tickets and PSL Police Department participation. Mr. Boyle recognized key players in this event's planning and sponsorship, the planning and coordination of Ms. Mock; and sponsorships of PNC and Wal-Mart.

**CSC Funded Program Site Visits:** Mr. Boyle reminded board members of the upcoming CSC funded program site visits that have been arranged specifically at the request of board members. This is a great opportunity for board members to observe and become familiar with the programs funded by CSC and their services rendered to our local children. Project ROCK (there are two separate programs) programs are the next scheduled for a visit. Reminders will be released with the program site visits' information.

**Coffee Connections:** Mr. Boyle informed board members that a CSC Coffee Connections is being planned for 8:30 a.m. on Friday, October 30<sup>th</sup> at the CSC office. This is a casual event and an opportunity for our funded programs to network with each other. At this event, CSC will also relay some program announcements; included will be the celebration of CSC's 25<sup>th</sup> Anniversary. All are welcome to attend this special event.

## VIII OLD BUSINESS

(None)

## IX NEW BUSINESS

### A) Council Action Item: Targeted Funding Proposal for Parenting Skills Training

Ms. Andreacchio referenced Attachment number 2 of the e-packet and provided a brief synopsis of this CAI. In an effort to increase the scope of services and provide more neighborhood-based, targeted services, these parenting services were put out for competitive application for funding. This would enable one organization to administer the parenting workshops or other research-based quality parenting programs, while increasing reach and participation. CSC received proposals from two agencies; the Castle and Parent Academy were the proposals received. Copies of the proposals were provided in the e-packet for board members' advanced review. The CSC Team reviewed each proposal using a scoring tool, while considering the history of the organization, program approach, marketing and outreach, capacity to meet evaluation and contract requirements, and overall program budget. The Parent Academy proposal scored highest at 51.3 of a possible total point structure of 60 points. The CSC Team recommends awarding the Targeted Funding Application for Parenting Skills Training contract to Parent Academy in the amount of \$35,008 with the option of extending the term for an additional three years. CSC Chairperson, Ms. Hensley, disclosed her affiliation with the Parent Academy board and per legal counsel was permitted to vote on this business item.

*Superintendent Gent motioned to approve awarding funding to Parent Academy organization for the Parenting Skills Training contract in the amount of \$35,008 for fiscal year 2015/2016; with an option to extend the contract term for an additional three years. Ms. Loupe seconded the motion. Motion carried unanimously 7/0 vote.*

### B) Council Action Item: CSC Legal Services Contract

Mr. Boyle referenced Attachment number 3 of the e-packet and provided a brief synopsis of this CAI. Since the year 1992 the law firm of Torcivia, Donlon, Goddeau & Ansay, PA have provided legal services to the Children's Services Council of St. Lucie County. The most recent legal contract with this law firm dates back to year 2007. In discussion with Mr. Torcivia of the above mentioned law firm it was determined that a new contract was necessary, and an hourly rate adjustment from \$175 to \$180 was proposed. A preliminary review of legal services in the area indicates that average hourly rate is between \$200 and \$250; consequently, this proposed rate increase is well below the average. The CSC Team is recommended approval of the proposed contract for legal services with Torcivia, Donlon, Goddeau and Ansay, PA for the amount of \$180 per hour. If approved, the budgeted line item of \$12,000 will continue to remain the same. The services received from this legal provider are vital, including counsel in the areas of CSC's daily operations and policies; and Human Resources.

*Commissioner Lewis motioned to approve the proposed contract for legal services with Torcivia, Donlon, Goddeau and Ansay, PA for the amount of \$180 per hour. Ms. Lawless seconded the motion. Motion carried unanimously 7/0 vote.*

**C) Council Action Item: Roundtable of St. Lucie County Employment Services Contract**

Mr. Boyle referenced Attachment number 4 of the e-packet and provided a brief synopsis of this CAI. The CSC of SLC has a long history with the Roundtable of SLC. The Roundtable consists of a 20+ group of community leaders working together to accomplish system change that result in improved outcomes for youth in St. Lucie County. The accomplishments of the Roundtable include the Comprehensive Strategy, Juvenile Assessment Center, Kids at Hope and the Comprehensive Gang Strategy. The Roundtable was established in the year 1995; initially being housed through the School Board of St. Lucie County. In year 2001 the original funding depleted, the CSC adopted this organization acting as the fiscal agent for the Roundtable. In 2007, after the Roundtable established its own 501(c)3, CSC no longer acted as fiscal agent however remained the employer of the Roundtable employees. This was in effect to maintain Roundtable employee benefits and to aid the Roundtable in personnel services. The arrangement remains the same today and because of Roundtable funding through membership dues and grants, there is no net cost to CSC. In the past, CSC has been a signatory on the Executive Director of the Roundtable's employment contract each year. The contract delineates the responsibility of the Roundtable and the CSC including indemnification of CSC for any liability on account of the Roundtable. After reviewing this with legal counsel, it was determined the Roundtable Executive Director's employment contract does not take into account the employment services of the Roundtable's Project Coordinator position. Consequently, legal counsel drafted language to include both Roundtable positions, the responsibility of each party and details that the Roundtable employees will follow the CSC Personnel Policies. The contract is a no cost agreement for CSC, and the Roundtable is fully responsible for all costs and expenses relating to the CSC employment of Roundtable employees. The contract term is through September 30, 2018 – a three year term. However, Mr. Boyle would address this contract with board members annually in order to verify that it is an agreement that the CSC board wishes to continue. There are certain risks associated with this agreement; however the outcomes of this organization and it remaining operational far outweigh these risks. The CSC Team is requesting the approval of the Roundtable of St. Lucie County's Employment Services contract.

*Superintendent Gent motioned to approve the Roundtable of St. Lucie County's Employment Services contract – a three year term expiring September 30, 2018. Ms. Loupe seconded the motion. Motion carried unanimously 7/0 vote.*

**D) Council Action Item: Roundtable of St. Lucie County Office Space Contract**

Mr. Boyle referenced Attachment number 5 of the e-packet and provided a brief synopsis of this CAI. Presently, the CSCSLC provides the Roundtable occupants with four offices; approximately 613 square feet of in-kind lease office space. The offices occupied are for Roundtable team members, including a bookkeeper, and one office for storage of MFP unit and supplies. The current lease agreement is offered to the Roundtable at \$1.00 annually and expires on September 30, 2015. The renewal would be at the same annual cost of \$1.00 with term of October 1, 2015 through September 30, 2016. The in-kind cost of the request is \$12,260.

*Ms. Lawless motioned to approve the Roundtable of St. Lucie County's Office Space Lease of in-kind office space having a \$1.00 annual cost and contract term of October 1, 2015 through September 30, 2016. Ms. Loupe seconded the motion. Motion carried unanimously 7/0 vote.*

**XI COUNCIL & STAFF COMMENTS**

- Indian River Lagoon Science Festival – second annual event taking place September 26, 2015 from 10 a.m. to 3 p.m. at the Museum Pointe Park, Fort Pierce. A family-friendly free event.

**XI FUTURE MEETINGS**

- CSC Monthly Meeting – October 8, 2015 at 8:30 a.m.

**XII ADJOURNMENT: 5:44 p.m.**

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

REGULAR COUNCIL MEETING

September 16, 2015

MOTIONS PASSED

1. **APPROVED** the **September 16, 2015 Consent Agenda**, which includes the following:
  - A. *The Agenda for September 16, 2015.*
  - B. *The Regular Monthly Meeting Minutes for August 13, 2015.*
  - C. *The CSC Council Attendance Record – as of August 13, 2015.*
  - D. *Cumulative Financial Report FY 2014/15 – as of August 31, 2015.*
  - E. *Program Allocations Report FY 2014/15 – as of August 31, 2015.*
  - F. *Summary of Fund Balance – as of August 31, 2015.*
  - G. *Transactions Report – as of August 31, 2015.*
  
2. **APPROVED** *awarding funding to Parent Academy organization for the Parenting Skills Training contract in the amount of \$35,008 for fiscal year 2015/2016; with an option to extend the contract term for an additional three years.*
  
3. **APPROVED** *the proposed contract for legal services with Torcivia, Donlon, Goddeau and Ansay, PA for the amount of \$180 per hour.*
  
4. **APPROVED** *the Roundtable of St. Lucie County's Employment Services contract – a three year term expiring September 30, 2018.*
  
5. **APPROVED** *the Roundtable of St. Lucie County's Office Space Lease of in-kind office space having a \$1.00 annual cost and contract term of October 1, 2015 through September 30, 2016.*

Approved by: \_\_\_\_\_

  
Candice Loupe, Secretary

Date: \_\_\_\_\_

10/8/15